

CURRICULUM VITAE OF RAMZAN MOLLA

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Career Objective:

To reach career excellence through dedication, sincerity, creativity, hard work and also seek continuous self-improvement with the changing institutional, internal and external needs. Looking for a job related to my academy to enhance my skills and to make myself forward with saving the company.

EDUCATIONAL QUALIFICATION:

- ✓ **Name of Exam** : **Bachelors of Business Administration (B.B.A)**
Name of the Institute : Mirpur College, Dhaka.
University : National University
Department : Accounting
Result : CGPA-2.58 (Out of 4.00)
Passing Year : 2020
- ✓ **Name of Exam** : **Higher Secondary Certificate (H.S.C)**
Name of the Institute : Govt. Sheikh Lutfar Rahman Adarsha College
Group : Business Studies
Name of Board : Dhaka
Result : GPA-3.40 (out of 5.00)
Year of Passing : 2014
- ✓ **Name of Exam** : **Secondary School Certificate (S.S.C)**
Name of the Institute : Bandhabari J B P High School
Group : Business Studies
Name of Board : Dhaka
Result : GPA-3.13 (out of 5.00)
Year of Passing : 2012

Language Proficiency:

Language	Speaking	Reading	Writing
Bangla	Excellent	Excellent	Excellent
English	Good	Excellent	Excellent

Computer Skills:

- Application Software : Microsoft Word, Excel, Power Point.
- Internet : Web Browsing and E- mail.

Specialty:

- ✓ Communication & Friendly
- ✓ Ready to work in stress worthy environment.
- ✓ Ability to manage things & work with group.
- ✓ Good communication skill.

Working Experience:

Period : 1st July, 2024 to till now.
Designation : **Outlet Cashier**
Company Name : **Sukaina's Dream**
Company Address : Plot # 25, Block-G, Zoo Road,
Mirpur-1, Dhaka-1216.

Period : 1st January, 2021 to 31th May 2024.
Designation : **Office Executive**
Company Name : **Z.L Traders Limited.**
Company Address : Plot-01, Mosque Ferdous Market,
Mirpur-2, Dhaka-1216.

Personal Details:

Name : **Ramzan Molla**
Father's Name : Rezaul Molla
Mother's Name : Fulzan Begum
Date of Birth : 20/11/1995
Permanent Address : Vill: Bandhabari, P.O: Bandhabari,
P.S: Kotalipara, Dist: Gopalganj.

Gender : Male
Marital Status : Single
Religion : Islam
Nationality : Bangladeshi
Height : 5'-5"
Weight : 65Kgs
Blood Group : O⁺ (VE)

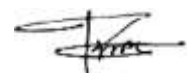
Reference:

Anwar Hossain Khan
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Saiful Islam
Assistant Manager
Shohag Enterprise
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1 No Super Market,
Mirpur-1, Dhaka-1216.
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Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this information correctly describes my qualifications, my experience and me. I understand that any willful misstatement described herein may lead to my disqualification of dismissal, if engaged.



Ramzan Molla

Date: